

To : Public officer appointed by the Secretary for Home and Youth Affairs  
Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower  
183 Electric Road, North Point, Hong Kong

**Application for Renewal of  
Amusements With Prizes Licence**

I hereby apply for the renewal of my Amusements With Prizes Licence (Reference No. \_\_\_\_\_ ) in respect of the premises at \_\_\_\_\_  
described as \_\_\_\_\_.  
The Licence will expire on \_\_\_\_\_.

2. I attach herewith a list of games of amusement with prizes to support my application for renewal of the licence.

3. I would like to :

- Collect the licence in person at the Office of the Licensing Authority (OLA).  
 Authorize [(Mr/Mrs/Miss/Ms\*) \_\_\_\_\_ ,  
HKID Card No. \_\_\_\_\_ ( )] to collect the licence on my behalf,  
who would produce a letter of my authorization bearing the name and HKID  
Card No. of the authorized person.  
 Receive the licence by post (sent to my correspondence address).

4. My personal particulars are indicated below:

Name in English (Block Letters) : \_\_\_\_\_

Name in Chinese : \_\_\_\_\_ Sex : \_\_\_\_\_

Identity Card/Passport Number : \_\_\_\_\_

Home Address : \_\_\_\_\_

\_\_\_\_\_ Tel. No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

\_\_\_\_\_ Tel. No. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Licensee

Date : \_\_\_\_\_

Notes :

1. The Licensee can submit the application form in person or by mail. You can also submit the application via the electronic submission channel at (<https://eform.cefs.gov.hk/form/had062/en/>). For forms submitted via electronic submission channel, the Licensee has to submit the required supporting documents (*if applicable*) with the transaction reference number quoted to the OLA (by hand or by mail), *within 7 working days* after making the electronic submission. For enquiries on application procedures, please call us at 2116 5230. Our facsimile is 2511 3860. You may also refer to the website of the OLA (<http://www.hadla.gov.hk/el>).
2. Upon renewal of the licence, the OLA will inform the Licensee to visit our office (Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong) in person between 9:30 a.m. and 12:00 noon and between 2:00 p.m. and 4:00 p.m. (except Saturdays, Sundays and public holidays) to obtain a demand note. We will show you how to make the payment. Please note that starting from November 2019, we **do not handle cash/ cheque transactions. Do not send cash/ cheque by mail.**
3. The personal data provided above will be used for facilitating assessment of your application for renewal of the licence; enforcement of the laws, regulations or conditions in respect of the licence; and communication between Government and yourself on relevant licensing matters.
4. This form must be completed in full. It you do not provide sufficient information, we may not be able to process your application.
5. The personal data you provide may be transferred to other government bureaux and departments for the purposes mentioned above.
6. For correction of or access to personal data given by you in this form, please contact the Licensing Officer at 2116 5137 or 2116 5230.

\* Please delete where inappropriate.

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List of games covered by the licence :

Name of Game

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

\_\_\_\_\_  
Signature of Licensee

Date : \_\_\_\_\_